

Deputy Court Clerk

Loudon, TN

Agency: Loudon County Circuit Court Clerk's Office

Salary: Starting \$10.00, with 6 month performance review

Accepting applications thru: Friday, June 4, 2010

Position Purpose: Subject to supervision by a lead worker deputy and/or the Clerk of Court, this position is responsible for performing and assisting other court personnel in duties associated with case management activities of criminal, civil, general sessions, juvenile, probate, traffic and child support cases in those respective courts from initial filing to final disposition.

DUTIES may include work in the following areas: case processing, scheduling, records maintenance, finance, jury, courtroom support, social/customer service; technical assistance and computer support, and other administrative matters. Examples include but are not limited to:

- maintaining bookkeeping records of all monies collected;
- recording all payments;
- making daily deposits and submitting money to bookkeeper;
- reviewing legal documents for completeness, adequacy, and accuracy;
- determining processing required and taking necessary action in accordance with court rules;
- filing and indexing documents on any new or ongoing action for civil, criminal, general sessions domestic, general sessions criminal, small claims, traffic, probate and juvenile cases as well as appeals, using manual and automated processes.
- performing records search of court documents using primarily automated processes;
- scheduling court dates and attending court hearings to record events as they occur;
- assisting the general public with questions and concerns about court records and judicial procedure.

Knowledge, Skills, and Abilities:

Knowledge of:

- General office practices and procedures
- Fundamentals of customer service
- Principles and practices of accounting and bookkeeping
- Court/legal terminology, laws, policies, and judicial processes

Skills:

- Working with computers (data entry, word processing, email, spreadsheets, calendars)
- Communicating effectively orally and in writing, in person, using a telephone, or by mail
- Organizing and prioritizing work and managing time

Ability to:

- Recognize and diffuse escalating, difficult behaviors
- Work cooperatively with others
- Acquire and analyze information from various sources, pay attention to detail, and make decisions
- Remain neutral
- Stay focused and not be easily distracted
- Maintain confidentiality
- Assess need for and adapt to change
- Participate in and learn from educational opportunities

Requirements:

- Candidate selected for position must reside in Loudon County as of employment date and remain a resident
- High school diploma or possession of a GED certificate
- One year of general clerical experience
- Satisfactory check of references

To Apply: Submit a letter of interest, resume and county employment application (available at the Loudon County Office Building in Loudon, TN and on the Internet at: www.loudoncounty-tn.gov) to:

Loudon County Circuit Court Clerk
P.O. Box 280
Loudon, TN 37774

Résumé's and job applications must be postmarked no later than Friday, June 4, 2010. Interviews for the position will be conducted the week of June 14. Anticipated first day of employment would be Monday, July 12.

Applications for this position will only be accepted by mail. Please no phone calls or walk-ins for interest in the position.